# NEW INSTALLATION COMMANDERS AND CHIEFS OF STAFF COURSE

AUGUST 2004

# MCCS TRAINING OBJECTIVE

- AWARENESS OF QUALITY OF LIFE COMPOSITION AND OVERSIGHT WITHIN THE MARINE CORPS
- AWARENESS OF MARINE CORPS COMMUNITY SERVICES MISSION AND ROLE OF THE COMMANDER
- AWARENESS OF NONAPPROPRIATED FUND PROCESSES, PROCEDURES, AND FINANCIAL MANAGEMENT

# SPEAKER BACKGROUND

- MICHAEL P. DOWNS, DIRECTOR, PERSONAL AND FAMILY READINESS DIVISION
- UNDER STAFF COGNIZANCE OF DC M&RA
- AREA OF RESPONSIBILITY:
  - OVERSIGHT OF MARINE CORPS COMMUNITY SERVICES (MCCS)
  - DIRECT OPERATIONS OF MCCS CENTRALIZED SUPPORT SERVICES
  - OVERSIGHT AND/OR DIRECT DELIVERY OF
    - CASUALTY AFFAIRS
    - PERSONAL CLAIMS (OVER $5K)
    - DEERS DEPENDENCY DETERMINATION
    - POSTAL AFFAIRS
    - VOTING

# OUTLINE

- QUALITY OF LIFE OVERVIEW
- MARINE CORPS COMMUNITY SERVICES OVERVIEW
- KEY NAF FUNCTIONS

# MANAGEMENT OF QUALITY OF LIFE

## HOUSING

- ✓DC I&L (LF)
- ✓INSTALLATION ADVOCACY BOARD

## COMMUNITY SVCS

- ✓DC M&RA (MR)
- ✓MCCS BOARD OF DIRECTORS

**DC M&RA INTEGRATION**

## COMPENSATION

- ✓DC M&RA (MP)

## HEALTH CARE

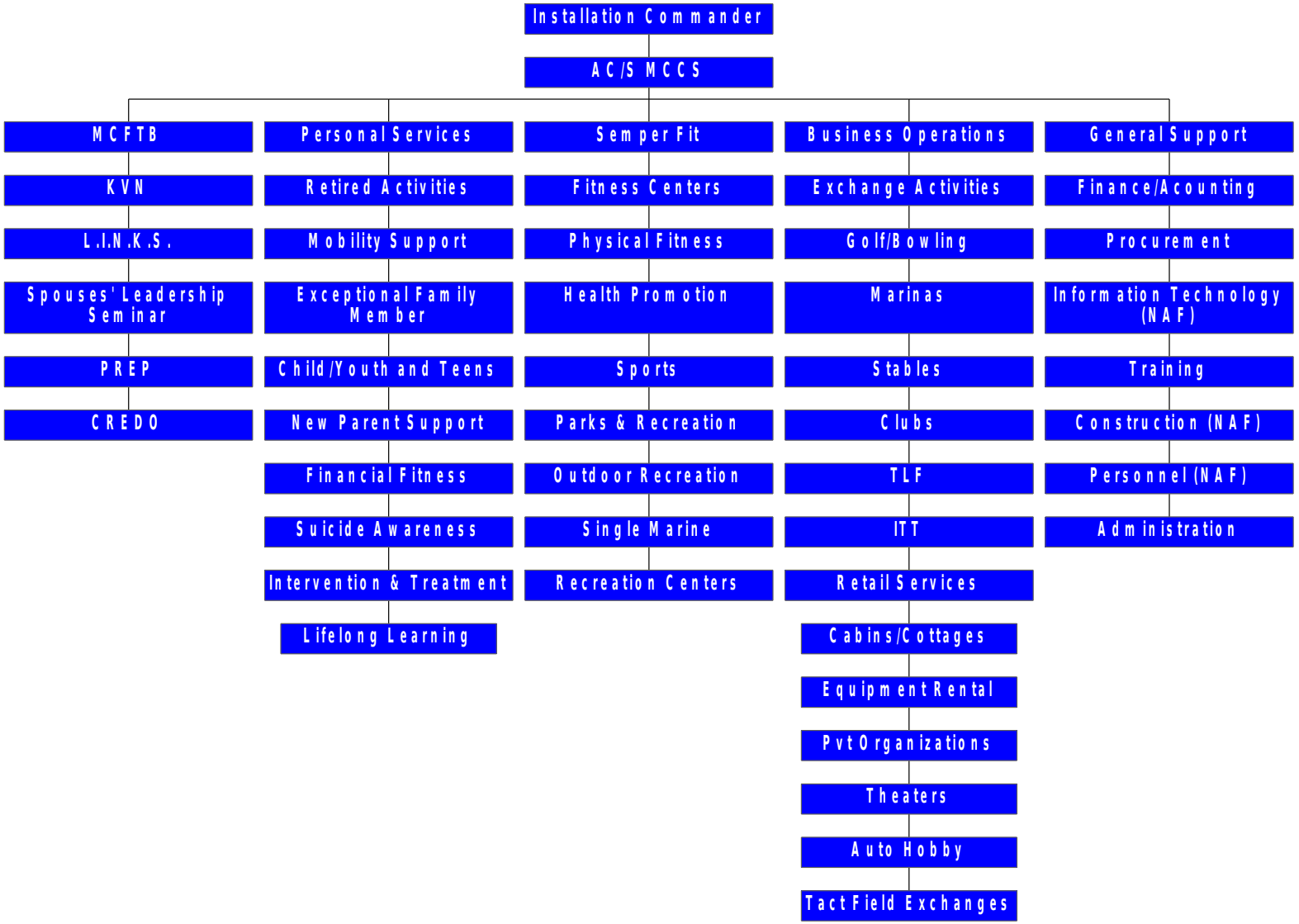
- ✓DIR HA (POLICY/RESOURCES)
- ✓DC M&RA (USER ISSUES)

# MARINE CORPS' TOP 5 QUALITY OF LIFE PRIORITIES

- PAY AND COMPENSATION
- BACHELOR AND FAMILY HOUSING
- HEALTH CARE
- INFRASTRUCTURE/INSTALLATION MANAGEMENT
- COMMUNITY SERVICES

*MCCS is one component in the enhancement of Marine and family Quality of Life*

# MCCS ORGANIZATIONAL TEMPLATE



# WHAT MCCS DOES FOR THE CORPS

- FAMILY READINESS
- HEALTHY LIFESTYLES
- RESPONSIBLE CITIZENS
- CONNECT TO AMERICA
- LIFELONG LEARNING
- VALUE, GOODS AND SERVICES

# YOUR JOB

- SEEING TO THE GENERAL WELFARE OF MARINES AND FAMILIES ABOARD YOUR INSTALLATION
- ESTABLISHING AND OPERATING CUSTOMER-DRIVEN PROGRAMS
- FUNDING PROGRAMS WITH PROPER FUND SOURCES
- DIRECTING A DOUBLE BOTTOMLINE ORGANIZATION
  - SOCIAL MISSION
  - BUSINESS MISSION

# “HELPING” YOU DO YOUR JOB

- **CONGRESS**
  - SENATE ARMED SERVICES COMMITTEE (PERSONNEL SUBCOMMITTEE)
  - HOUSE ARMED SERVICES COMMITTEE (TOTAL FORCE SUBCOMMITTEE)
- **OSD**
  - PRINCIPAL DEPUTY UNDER SECDEF PERSONNEL AND READINESS, MR. CHARLES ABELL
  - DEPUTY UNDER SECDEF FOR MILITARY COMMUNITY AND FAMILY POLICY, MR. JOHN MOLINO
- **ASN**
  - ASN MANPOWER & RESERVE AFFAIRS, MR. WILLIAM A. NAVAS
  - DEPUTY ASN, PERSONNEL PROGRAMS, MS. ANITA BLAIR
- **MCCS BOARD OF DIRECTORS**

# MCCS BOARD OF DIRECTORS

- DC, P&R (CHAIR)
- DC, M&RA
- DC, I&L
- DIR, FISCAL DIV
- COMMARFORLANT
- COMMARFORPAC
- COMMARFORRES
- CG, CAMP PENDLETON
- CG, CAMP LEJEUNE
- CG, MCB HAWAII
- COMCABWEST
- COMCABEAST
- CG, CAMP BUTLER
- CG, II MEF**
- SGTMAJMARCOR
- COUNSEL FOR CMC*
- DIR, MR DIV*

**ROTATIONAL MEMBER * EX OFFICIO MEMBERS

# MCCS BOD COMMITTEES

| *BUDGET OVERSIGHT* | *CONSTRUCTION* | *INVESTMENT OVERSIGHT* | *FAMILY READINESS* |
|---|---|---|---|
| CG, CAMLEJ (CHAIR) | CG, CAMPEN (CHAIR) | FISCAL DIR, HQMC | CG, II MEF (CHAIR) ** |
| MARFORPAC (REP) | ADC, LF | COUNSEL FOR CMC | COMMARCORBASESLANT (REP) |
| COMCABWEST | MARFORLANT (REP) | DIR, MR DIV | COMMARCORBASESPAC (REP) |
| CG, BUTLER | COMCABEAST | INVESTMENT EXPERT* | MARFORRES (REP) |
| CG, HAWAII | CG, MCRD/WRR | DEPDIR FOR SUPPORT, MR DIV* | MCRC (REP) |
| CG, MAGTF-TC | COMMARCORLOGBASES | EA, AUDIT AND REVIEW BRANCH, P&R* | SPOUSES, CMC, ACMC & SGTMAJ |
| CO, BARSTOW | CG, QUANTICO | RECORDER, MCCS BOD* | KVN SUBCOM CHAIR |
| CO, BEAUFORT | CG, MCRD/ERR | | L.I.N.K.S. SUBCOM CHAIR |
| CO, HQBN, HQMC | CO, NEW RIVER | | EFMP SUBCOM CHAIR |
| MARFORRES (REP) | CO, YUMA | | FAP SUBCOM CHAIR |
| P&R, (REP) * | SGTMAJ, MR DIV | | MED OFFICER, USMC |
| DIR, MR DIV* | DIR, MR DIV* | | CHAPLAIN, USMC |
| DEPDIR FOR SUPPORT, MR DIV* | DEPDIR FOR SUPPORT, MR DIV* | *EX OFFICIO MEMBERS | SR ENL REP, II MEF** |
| RECORDER, MCCS BOD* | RECORDER, MCCS BOD* | **ROTATIONAL | DIRECTOR, MR* |
| | | | DEPDIR, PGMS, MR* |
| | | | RECORDER, MCCS BOD * |

***ALL BASES/STATIONS REPRESENTED VIA BOARD AND/OR COMMITTEES***

# MCCS RESOURCE STREAMS

MCO 1700.27A PROVIDES GUIDANCE

- APPROPRIATED FUNDS—PROVIDED BY THE CONGRESS
  - HQMC (MR) SERVES AS MCCS PROGRAM SPONSOR
  - O&MMC FLOWS THROUGH CEILING TRACKS TO OPBUD HOLDERS AND TO YOU AS BASE OPERATING SUPPORT
  - DoD FENCED FUNDS ARE FOR SPECIFIC PROGRAMS BUT MUST BE AUGMENTED WITH O&MMC
  - FISCAL YEAR—OCT TO SEP
- NONAPPROPRIATED FUNDS—GENERATED BY ON BASE ACTIVITIES TO:
  - PROVIDE GOODS AND SERVICES AT A SAVINGS
  - AUGMENT MWR PROGRAM
  - RECAPITALIZE NAF INFRASTRUCTURE
  - RETAIN EARNINGS FOR FINANCIAL CONTINGENCIES
  - FISCAL YEAR—FEB TO JAN

# KEY NONAPPROPRIATED FUND FUNCTIONS

- FINANCIAL MANAGEMENT
- HUMAN RESOURCE MANAGEMENT
- TRAINING
- CONSTRUCTION AND FACILITY MANAGEMENT
- NONRESALE PROCUREMENT
- COMPOSITE INSURANCE
- LEGAL
- BUSINESS OPERATIONS

USE NAF REGULATIONS!

# NAF FINANCIAL MANAGEMENT

- **NONAPPROPRIATED FUNDS—FROM MARINES FOR MARINES**
- **REVENUE GENERATION—SALES OF ARTICLES OF MERCHANDISE OR SERVICES; FEES FOR ACTIVITIES**
- **DIVIDEND—GENERATED NAF EARNINGS USED AS A SOURCE OF MWR PROGRAM FUNDING**
- **CENTRAL ACCOUNTING—FOR RETAIL ACTIVITIES; LOCAL ACCOUNTING FOR ALL OTHER FUNCTIONS USING AXS-ONE**
- **CENTRAL INVESTMENT—MR SWEEPS LOCAL MCCS BANKING ACCOUNTS NIGHTLY FOR INVESTMENT; RETURNS INTEREST MONTHLY ON AVERAGE DAILY BALANCE**

# NAF FINANCIAL MANAGEMENT

- **ASSESSMENTS—A PERCENTAGE OF INSTALLATION SALES TO FUND CENTRALIZED PROGRAMS, SUPPORT, FACILITIES REQUIREMENTS**
  - **OPERATING FUND**

**GROSS/NET REVENUE GENERATOR SALES 2.3%**

**FUEL SALES 0.94%**

  - **CENTRAL CONSTRUCTION FUND**

**INSTALLATIONS W/SALES >$11M 2.50%**

**INSTALLATIONS W/SALES<$11M 2.25%**

**FUEL SALES>$11M 0.90%**

**FUEL SALES<$11M 0.72%**

**GAMING MACHINES (% NET REVENUE) 21%**

# NAF FINANCIAL MANAGEMENT

- EMPLOYER PAID PREMIUMS
  - BENEFITS
  - INSURANCE
- UTILIZATION SUPPORT AGREEMENT (USA)/UNIFORM FUNDING AND MANAGEMENT (UFM)
  - APF REIMBURSEMENT/UP FRONT PAYMENT
  - USES APF IN NAF PROCEDURES, PROCESS, SYSTEM, PERSONNEL

# NAF HUMAN RESOURCES

- SEPARATE PAY AND BENEFITS POLICY, SYSTEMS, PROCESSES
  - PERFORMANCE YEAR FEB TO JAN
  - SALARY ADJUSTMENTS AND BONUS MAXIMUMS ESTABLISHED IN POLICY
  - EMPLOYEES ARE PAY BANDED
- SEPARATE RECRUITMENT/HIRING/FIRING (FAR EASIER THAN APF)
- EMPLOYEES CAN BE FULL TIME, PART TIME, OR FLEXIBLE
- SINGLE NAF BENEFITS PACKAGE
  - DOD UNIFORM HEALTH AND DENTAL
  - LIFE
  - 401K
  - PENSION PLAN

# NAF TRAINING

- AVAILABLE AT FIELD AND HQMC (MR) LEVELS
- HQMC (MR) TRAINING CENTRALLY FUNDED AND OPERATED
  - FOCUSED ON MANAGEMENT/LEADERSHIP COMPETENCIES
  - CUSTOMER SERVICE
  - TECHNICAL SKILLS (BUDGETING, SYSTEMS, ETC.)
- TUITION ASSISTANCE AVAILABLE FOR NAF EMPLOYEES FUNDED BY BASES/STATIONS

# NAF NONRESALE PROCUREMENT AND CONTRACTING

- FORMALIZED EXECUTION OF PROCUREMENT DOCUMENTS
  - PURCHASE ORDERS
  - DIRECT DELIVERY AGREEMENTS
  - STANDING ORDERS
- DRAFTING, NEGOTIATING, AND AWARDING CONTRACTS
- NAF NOT SUBJECT TO FEDERAL ACQUISITION REGULATION (FAR)
- RETAIL BUYERS PURCHASE EXCHANGE MERCHANDISE

# NAF LEGAL SUPPORT

- REGIONAL MCCS/CL LAWYERS
- SPECIALIZING IN NAF CIVIL AND COMMERCIAL PRACTICES
- EACO, WACO, PACO, HQMC
- AREAS OF HIGHEST USE
  - PROCUREMENT
  - COMMERCIAL SPONSORSHIP
  - LABOR RELATIONS/MANAGEMENT
  - DONATIONS
- DON'T USE JAG FOR MCCS NAF REQUIREMENTS…CALL NAF LAWYERS

# NAF CONSTRUCTION AND FACILITIES MAINTENANCE

- MAJOR CONSTRUCTION CENTRALLY FUNDED
  - PROJECTS <$200K MUST BE FUNDED BY COMMANDS
- MCCS BOARD OF DIRECTORS APPROVES ANNUAL NAF CONSTRUCTION PROGRAM
- DESIGN AND CONSTRUCTION AGENCIES: NAVFAC, AAFES AND ARMY
- MR PROVIDES DESIGN AND PROJECT MANAGEMENT ASSISTANCE THROUGH EAST AND WEST COAST PROJECT MANAGERS
- MAINTENANCE AND REPAIR IS A COMMAND RESPONSIBILITY…APF MAY BE AUTHORIZED
- COMMAND RESPONSIBLE FOR EQUIPMENT REPLACEMENT

# MCCS NETWORK INFRASTRUCTURE

- MCCS ORGANIZATION EXISTS ON TWO NETWORKS
  - MCEN .MIL NETWORK (NMCI) – ALL OTHER MCCS
    - COMMAND LEVEL:
      - MARINE AND FAMILY SERVICES; EDUCATION SERVICES
  - MCCS .ORG NETWORK – COMMERCIAL BACKBONE SUPPORTING EXCHANGE & MWR OPERATIONS
    - MCCS HQ (BLDG. 3044) SERVES AS NETWORK OPERATIONS CENTER (NOC)
    - COMMAND LEVEL:
      - CURRENT: NAF ACCOUNTING, RETAIL, HUMAN RESOURCES, PAYROLL, RECREATION ACTIVITIES, LIBRARIES, EMAIL, WEB SERVICES, ETC.
      - FUTURE: FOOD & HOSPITALITY POS ACTIVITIES, CHILD/YOUTH MGMT SYSTEM

# SUMMARY

- MCCS IS AN EXPANSIVE RESOURCE ABOARD YOUR INSTALLATION
- HARD WORKING STAFF—WHO CARE
- YOUR ENGAGEMENT MAKES A DIFFERENCE IN MCCS OPERATION
- MCCS IS A PEOPLE PROGRAM THAT HELPS YOU TAKE CARE OF MARINES AND THEIR FAMILIES ABOARD YOUR INSTALLATION
- MUST BE ABLE TO BALANCE NEEDS, EXPECTATIONS, RESOURCES